How to Search for a Recruitment
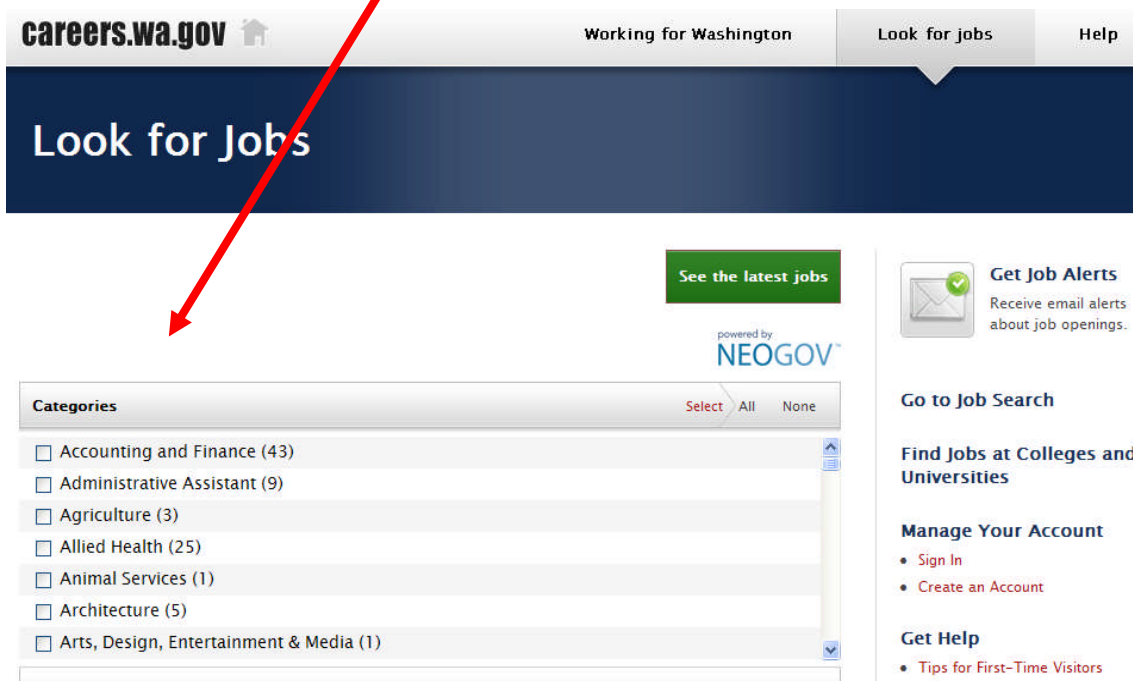
For Questions and assistance contact the Recruitment, Training and HRMS Security Services at: 360-725-5810 or recruit@dshs.wa.gov

1. **Go to www.careers.wa.gov**

2. **Click on Look for Jobs**

3. **Check the box next to the Job Categories, Location, or Department for employment opportunities to narrow your search.**

4. **If you know the specific recruitment reference number, go to the bottom of the page to the Keywords search box. Enter the 5 digit reference number and click Apply Search.**

5. **You will see basic job information on the results page. Click on the Position Title to see job posting.**
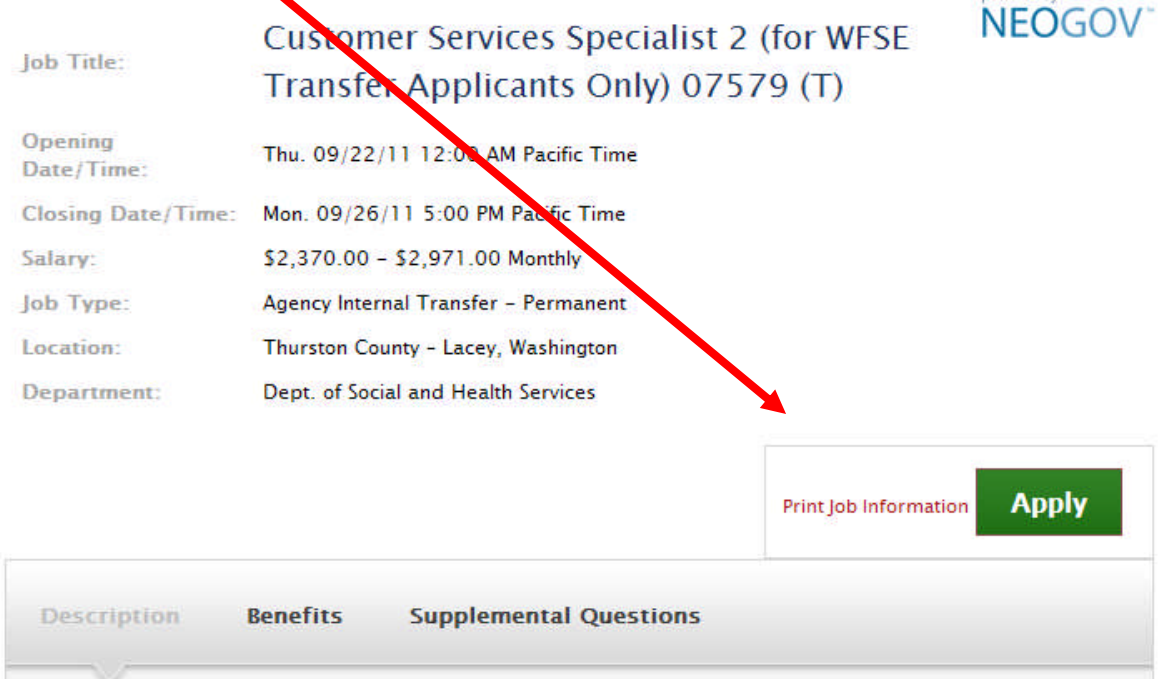
6. **After reviewing job information, if you are interested in applying, click Apply.**
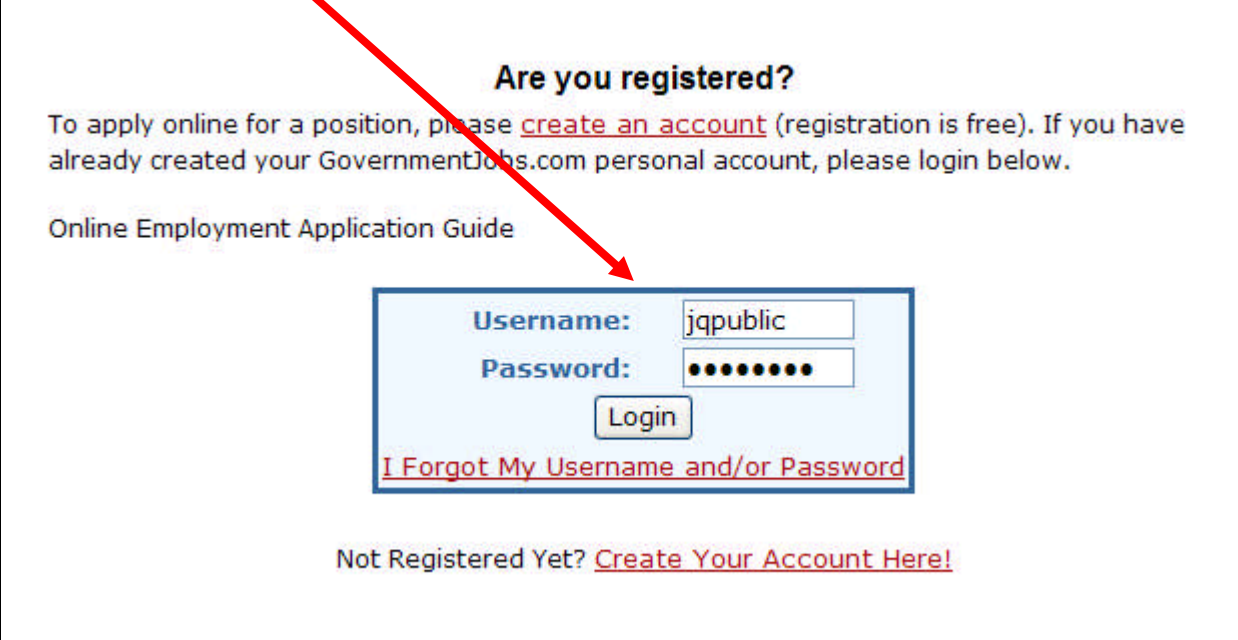
7. **You will be taken to the Login page where you will enter your user name and password if you have an existing account. If you don't, then you will be able to create an account.**